



FY 2019 SELF-DETERMINATION TRAINING COURSE CATALOG

DIVISION OF SELF-DETERMINATION SERVICES
OFFICE OF INDIAN SERVICES
BUREAU OF INDIAN AFFAIRS

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MISSION STATEMENT

To promote and advocate maximum Indian participation in the programs and services conducted by the Federal Government for Indians; and to encourage and support the development of tribal capacity to better manage the opportunities and responsibilities of self-determination.

In 1975, the United States Congress enacted the Indian Self-Determination and Education Assistance Act (the Act), Pub. L. 93-638. The Act allowed for Indian tribes to have greater autonomy and to have the opportunity to assume the responsibility for programs and services administered to them on behalf of the Secretary of the Interior through contractual agreements. The Act assured that Indian tribes had paramount involvement in the direction of services provided by the Federal government in an attempt to target the delivery of such services to the needs and desires of the local communities. In the Act, Congress declared its commitment to maintaining the unique and continuing relationship with Indian tribes through the new policy of self-determination. The strengthening of this relationship provided a methodical evolution of federal dominance to an improved and effective Indian involvement in the development and management of programs.

The Division of Self-Determination Services (DSDS) within the Bureau of Indian Affairs (BIA), the Office of Indian Services (OIS) serves as the primary contact on policy affecting the unique contractual relationship between the Secretary of the Interior and Indian tribes or tribal entities. In addition to developing policy and providing program direction at a national level, the Division focuses its efforts on training and technical assistance to meet the increasing demand for modernization and professional growth by BIA

employees and tribal contractors. The Division of Self-Determination Services was re-established in Fiscal Year 2008 and was divided between Central Office Headquarters in Washington, DC and Albuquerque, NM. The split-locations allow each Pub. L. 93-638 contract Awarding Official greater access to program experts at headquarters for technical assistance or policy guidance.

WHY WE TRAIN

Indian Affairs' policy supports and assists efforts of Federally recognized Indian tribes to plan, conduct, and administer programs and services provided for the benefit of Indian tribes and their members through the Indian Self-Determination and Education Assistance Act (ISDEAA).

WHO WE TRAIN

The training program is designed for Federal and tribal officials in support of the execution of self-determination programs and services. The training program provides technical assistance and training courses on program specific components. The training curriculum targets the duties and responsibilities of the ISDEAA agreements in methods consistent with applicable laws, rules, and regulation, while supporting Congress and the Secretary's goal of, "...supporting and assisting Indian Tribes in the development of strong and stable tribal governments, capable of administering quality programs..."* through comprehensive technical assistance without impairing the Secretary's trust responsibility to any tribe or tribal member.

TRAINING OVERVIEW

Training courses provide information on specific aspects of P.L. 93-638, Laws and Regulations, as Amended to ensure successful implementation. The course and coursework are effective tools in the administration and oversight of the contract, grant, or cooperative agreement with the tribe or tribal organization.

ROLES & RESPONSIBILITIES

A. **Regional Directors, BIA** provide for the application of overall policies, procedures and implementation of SD awards within their administrative jurisdictional area(s) pursuant to governing statutes and established policies and procedures.

B. **Superintendents/Field Representatives, BIA** provide for the daily operations of the field site SD responsibilities as designated by the Regional Director (with administrative jurisdiction) pursuant to governing statutes and established policies and procedures.

C. **Approving Officials** All Line Officers are considered Approving Officials for proposals to contract programs, services, functions, activities, or portions thereof within their area of administrative jurisdiction. The responsibilities of Approving Officials range from determination of the contractibility of a program, service, function, and/or activity pursuant to statute and requirements outlined in 25 CFR §900. Once an individual is hired as a Line Officer, they are automatically assigned as the Approving Official.

D. **Awarding Officials (AOs)** provide for the operation and application of P.L. 93-638, as designated, for the oversight, monitoring and award of contracts and grants. AOs are certified using the Awarding Official Certification System Handbook (AOCSH) as guidance to meet the minimum qualifications.

E. **Awarding Officials Technical Representatives (AOTRs)** provide programmatic and administrative support as trained/designated by the AO(s) for a specific contract/grant. The AOTR are appointed by the AO with a designation letter.

F. **Subordinate Awarding Officials Technical Representatives (SAOTRs)** provide programmatic and administrative support as trained/designated by the AO(s) for a specific contract/grant. The SAOTR is appointed by the AO with a designation letter.

ISDEAA MANDATORY TRAINING ATTENDANCE AND COURSES

All Approving Officials and AOTR/SAOTR's must take the following mandatory courses to be in compliance.

Course	Mandatory Attendance	Hours
Public Law 93-638, as amended, And the Implementing Regulations*	Approving Officials AOTR/SAOTR	24 hours (3 days)
Awarding Official's Technical Representative (AOTR/SAOTR) and Approving Official Training 1/	Approving Officials AOTR/SAOTR	24 hours (3 days)
Single Audit Act	Approving Officials AOTR/SAOTR	16 hours (2 days)
Section 102 of the Act 2/	Approving Official AOTR/SAOTR	2 hours
Alternative Disputes Resolution (CDA/ADR) and Appeals Training 2/	Approving Officials AOTR/SAOTR	8 hours
Section 108 of the Act 2/	Approving Officials AOTR/SAOTR	3 hours
Program Standards and Statement of Work	Approving Officials AOTR/SAOTR	4 hours
Construction Contracting Under Pub. L. 93-638-Section 105, 25 CFR, Part 900, Subpart J	Approving Officials AOTR 3/ SAOTR 3/	24 hours (3 days)

* Mandatory prerequisite to all training courses listed

1/Must be a 24-hour teacher-trained course; online courses do not meet the training requirement.

2/Available through Webinar.

3/Mandatory for approving AOTR and/or SAOTR on construction contracts.

Illustration from 13 IAM 6: Mandatory Training, which is located on the Indian Affairs Manual webpage here: <https://www.bia.gov/policy-forms/manual> (scroll down to Part 13)

COURSE CATALOG

P.L. 93-638, the Law and Regulations, as Amended

(25 CFR, CHAPTER V, PART 900)

The course covers the intent and scope of the Law; Federal support and ongoing inherent Federal responsibility, the standards, oversight, and the administration of the model agreement. The course also covers the Regulations provided in 25 CFR, Chapter V, Part 900, and how they support and guide the Act.

Target Audience: Tribal staff working with Self-Determination Agreements, newly delegated Agency representatives, Approving Officials, Awarding Officials, and Agency program staff (AOTR's). Superintendents, Regional Directors, and Deputy Regional Directors.

Credit: 24-hour (3 day course)

Awarding Official's Technical Representative (AOTR/SAOTR) and Approving Official Training

Participants, through lecture and coursework, will learn the role and responsibilities under the delegation of Bureau of Indian Affairs "Authority". Specific roles and responsibilities will be outlined as it relates to standards of conduct and ethics, Alternative Disputes Resolution, cost principles, standards, and monitoring.

Target Audience: Approving officials (Superintendents, Regional Directors, Deputy Regional Directors, Line Officers), AOTR/SAOTR, and Tribal staff.

Credit: 24-hour (3 day course)

Single Audit Act

The course is designed to improve the participants understanding of Single Audit issues and resolutions. A step by step process will be introduced in order for participants to ask questions and discuss effective practices in working with tribes or tribal organizations. Actual “Findings” and “Corrective Action Plans” will be use.

Target Audience: Tribes or tribal organizations with budgets over \$750,000, Agency representatives, Approving Officials, Awarding Officials, and AOTR/SAOTR's.

Credit: 16-hour (2 day course)

Alternative Disputes Resolution (CDA/ADR) AND APPEALS

Participants will learn through lecture, group discussion/activities, and coursework the concepts of the Contract Disputes Act, The Appeals process and Alternative Disputes Resolution.

Target Audience: Tribes or tribal organizations, Approving Officials, Agency representatives and AOTR/SAOTR's.

Credit: 8-hour (1 day course)

Section 102 of the Act

The 2 hour course will cover self-determination proposals, the 90-day timeframe, the approval and declination process and tort claims.

Target Audience: Tribes or tribal organizations, Awarding and Approving Officials, AOTR/SAOTR, and Self-Determination Specialists.

Credit: 2-hour (webinar)

Section 108 of the Act

The 3-hour course will cover the terms and conditions of the Model Agreement for non-construction contracts and grants.

Target Audience: Tribes or tribal organizations, Awarding and Approving Officials, AOTR/SAOTR, and Self-Determination Specialists.

Credit: 3-hour (webinar)

Program Standards and Statement of Work

The course will introduce the process used in the development of program standards and statements of work. Participants will gain an understanding of the criteria used to create clear and concise program standards and statements of work.

Target Audience: Tribes or tribal organizations, Awarding and Approving Officials, AOTR/SAOTR, and Self-Determination Specialists.

Credit: 4-hour (webinar)

Construction Contracting under P.L. 93-638, Section 105, 25 CFR, Subpart J

Participants will learn the phases of construction contracting preparation, negotiation, and the award process. The development of specifications, drawings, inspection, and performance standards will be emphasized to detail roles and responsibilities.

Target Audience: Tribes or tribal organizations planning for construction, Approving Officials, Awarding Officials, and AOTR/SAOTRs.

Credit: 24-hour (3 day course)

Indirect Cost Principles

The introductory course will provide fundamental concepts, terminology, and indirect cost management.

Target Audience: Tribes or tribal organizations, Approving Officials, Agency representatives, and AOTR/SAOTRs.

Credit: 16-hour (2 day course)

Contract Admin I

This course provides training on the contract administration process and procedures as required by the 638 Law in Sections 105 and 106, plus the Regulations. Emphasis is on performance-based specifications. Instruction relates the Law and CFR 25, Part 900 Regulations to internal and external administrative procedures. Participants will review and discuss Program Standards and Statement of Work, and Monitoring Plans. The course involves lecture, group discussion and assignments.

Target Audience: Awarding and Approving Officials, AOTR/SAOTR, and Self-Determination Specialists.

Credit: 24-hour (3 day course)

FY 19 TRAINING SCHEDULE

COURSE DATE	COURSE TITLE
FEB 26-28, 2019	P.L. 93-638, The Law and Regulations, As Amended Albuquerque, NM
MAR 5-7, 2019	Approving Official, AOTR/SAOTR Phoenix, AZ
MAR 12-14, 2019	Super Circular Palm Springs, CA
MAR 19-21, 2019	P.L. 93-638, The Law and Regulations, As Amended Nashville, TN
MAR 26-28, 2019	Approving Official, AOTR/SAOTR Albuquerque, NM
APR 9-11, 2019	Super Circular New Orleans, LA
APR 16-18, 2019	Construction Contracting, Subpart J San Antonio, TX
APR 23-24, 2019	Single Audit Act Henderson, NV
APR 30-MAY 2, 2019	P.L. 93-638, The Law and Regulations, As Amended Oklahoma City, OK
MAY 21-23, 2019	Approving Official, AOTR/SAOTR Billings, MT
JUN 11-13, 2019	P.L. 93-638, The Law and Regulations, As Amended Minneapolis, MN
JUL 23-25, 2019	Contract Admin I Oklahoma, City, OK
JUL 30-AUG 1, 2019	P.L. 93-638, The Law and Regulations, As Amended Albuquerque, NM
AUG 13-15, 2019	Contract Support Costs with Interior Business Center Sacramento, CA

*All courses above are instructor led and require mandatory attendance for each day, be mindful when booking airfare.

**Training Locations will be provided to students in confirmation email.

FY 19 SELF-DETERMINATION WEBINAR TRAINING SCHEDULE

COURSE DATE	COURSE TITLE	TIME
FEB 19, 2019	Section 102 of the Act	9:00 AM MDT
FEB 19, 2019	Section 108 of the Act	1:00 PM MDT
FEB 20, 2019	Program Standards and Statement of Work	9:00 AM MDT
FEB 21, 2019	Section 102 of the Act	9:00 AM MDT
FEB 21, 2019	Section 108 of the Act	1:00 PM MDT
FEB 22, 2019	Program Standards and Statement of Work	9:00 AM MDT
JUN 18, 2019	Program Standards and Statement of Work	9:00 AM MDT
JUN 19, 2019	Program Standards and Statement of Work	9:00 AM MDT
JUN 20, 2019	Program Standards and Statement of Work	1:30 PM MDT

REGISTRATION

HOW TO REGISTER FOR A COURSE: Courses are open to Tribal and Federal contract and grant personnel who are directly or indirectly responsible for the design, operation, and management of programs which are contractible under P.L. 93-638 (ISDEAA), as Amended.

The Bureau of Indian Affairs, other Federal Agencies, and Tribal employees interested in attending ISDEAA training courses may contact the training registrar for more information. BIA employees may register by clicking on the training link provided in a Bison Connect email or by searching for the Division of Self-Determination Training and Registration website. Tribal personnel may utilize the registration link below, if any issues they may contact the registrar for assistance. All individuals registering for a course must have approval from an immediate supervisor prior to receiving a registration confirmation email.

FOR REGISTRATION AND CONFIRMATION CONTACT THE
SELF-DETERMINATION SERVICES TRAINING REGISTRAR: (202) 208-1882 OR
VIA EMAIL: BIA.SELFDETERMINATION.TRAINING@BIA.GOV

GOOGLE SITES:

<https://sites.google.com/a/bia.gov/division-of-self-determination-services-training-and-registration/>

Registration Link: [FY 19 Self-Determination Training Registration Form](https://docs.google.com/forms/d/e/1FAIpQLSesTqj2UJz4l1GvTTFdRkxsMF62xhCY1Nu132nDVd6Osoyeaw/viewform?usp=sf_link)
https://docs.google.com/forms/d/e/1FAIpQLSesTqj2UJz4l1GvTTFdRkxsMF62xhCY1Nu132nDVd6Osoyeaw/viewform?usp=sf_link

PREREQUISITE

All students are required to complete P.L. 93-638, the Law and Regulations, as Amended. You may email a copy or upload your certificate on the registration site.

For more information see: 13 IAM 6: Mandatory Training

Located on the Indian Affairs Manual webpage

<https://www.bia.gov/policy-forms/manual>

CANCELLATIONS

The Division of Self-Determination Services (DSDS) reserves the right to cancel any training course. If DSDS must cancel a training course, DSDS will notify registered participants 24 hours prior to the first day of training.

Registered attendees wishing to cancel participation in a course, shall provide written notification to the training staff at

bia.selfdetermination.training@bia.gov least 10 days prior to the first day of training. Training registration is often at full capacity. The DSDS training staff will maintain a waiting list, and as availability occurs the opportunity to register will be extended to those on the waitlist on a first-come first-serve basis.

In the event of a lapse in federal appropriations which results in a federal government shutdown affecting the Department of the Interior, Bureau of Indian Affairs, a training cancellation notice may or may not be provided and all training courses scheduled for the duration of the shutdown are cancelled.

WAITING LISTS

In the event the number of applicants exceeds the maximum class size, a waiting list will be established for the specific course. Any available registration openings will be extended to the waitlist roster. It is common to receive registration cancellations.

TUITION/COURSE FEE

There are no registration fees or tuition costs any course listed in this handbook. Travel and per diem expenses are the responsibility of the participant and/or the participant's employer.

TRAINING MATERIAL

For instructor led courses the training handbooks will be provided by the DSDS. For webinar sessions the training material will be provided to each participant by email. Items such as pens, pencils, highlighters, and notepads are the responsibility of the participant.

PARTICIPANTS WITH SPECIAL NEEDS

Registrants shall provide written notice of special needs when registering. The DSDS Training staff will make the necessary arrangements prior to the commencement of the training session.

INSTRUCTOR LED TRAINING

For instructor-led training, each participant is fully responsible for their own travel and hotel arrangements. This handbook includes the training course title and location. The registration confirmation email will be issued which identifies the training venue, and if available, any specific hotel accommodation arrangements, such as hotel room blocks, codes, and special room rates.

EXAMS AND CERTIFICATES

Central Office will award certificates to federal personnel who complete 100% attendance and achieve an 80% average on all core curriculum and/or graded material. Achieving a level of accuracy in each course assists in determining competency and the knowledge necessary toward Awarding Official certification in accordance with the Awarding Official's Certification System.

The DSDS Trainer will issue a retake exam for federal personnel who do not pass the initial exam. If a passing score is not achieved for the second exam, the supervisor will issue a third and final attempt. Federal personnel who do not pass the third and final exam, and wish to receive a certificate for the course, will be required to retake the entire course and pass the exam.

Students have 30-days from date of notice to schedule and complete the retake exam(s). For the training courses which have an exam, no certificates will be issued to federal personnel simply for attendance or participation.

NOTE: Certificates may take up to four weeks for delivery.

SPECIAL TRAINING REQUESTS

Special Requests for training are “unscheduled courses.” All courses listed as Basic and General courses in this handbook are available upon request. The Regional and Agency Offices, or Indian tribes and tribal organizations, may request a special course be provided at a location within their region. Training site location and training material copying will be the responsibility of the requesting office. The written request shall be submitted identifying the specific course and proposed dates to the Chief, Division of Self-Determination Services.

NOTE: All training is subject to the availability of the instructor.

SENIOR AWARDING OFFICIAL CONTACT

REGION (Division)	SENIOR AWARDING OFFICIAL	PHONE
Alaska	Delores Ayotte - Level II	(907) 271-4086
Eastern	Kirk Meyer - Level II	(615) 564-6962
Eastern Oklahoma	Sherri K. Smith - Level II	(918) 781-4615
Great Plains	Krissanne Stevens - Level II	(605) 226-7426
Midwest	Michelle Corbine - Level II	(612) 725-4588
Navajo	Orlinda Platero - Level I	(505) 863-8311
Northwest	Vacant	(503) 231-6760
Pacific	Victoria May - Level II	(916) 978-6024
Rocky Mountain	Norma Gourneau	(406) 768-3447
Southern Plains	Kelly K. Moore - Level II	(405) 247-1574
Southwest	Vacant	(505) 563-3731
Western	Glen Shafer - Level I	(602) 379-4189

CENTRAL OFFICE - DIVISION STAFF

NAME	Email
Sunshine Jordan Chief, Division of Self-Determination	sunshine.jordan@bia.gov
Jack Edmo, JR (Central Office West) Self-Determination Trainer	jack.edmo@bia.gov 505-563-3532
Yvette Washington Policy Analyst	yvette.washington@bia.gov
Tashina Velis Staff Assistant/Registrar	tashina.velis@bia.gov

Office of Indian Services
Division of Self-Determination
1849 C Street, N.W., MS-3645-MIB | Washington, D.C. 20240
Work: (202) 513-0781 | Fax: (202) 208-5113
Email: bia.selfdetermination.training@bia.gov

Central Office West
OIS Division of Self-Determination
1001 Indian School Road, NW. Suite 227
Albuquerque, New Mexico 87104

WEBSITES

Bison Connect Site Website: [Division of Self-Determination Training and Registration](https://sites.google.com/a/bia.gov/division-of-self-determination-services-training-and-registration/)
<https://sites.google.com/a/bia.gov/division-of-self-determination-services-training-and-registration/>

FREQUENTLY ASKED QUESTIONS

How do I register?

Access the online registration form by clicking the link on the flyer, website, or by contacting the Self-Determination training staff at bia.selfdetermination.training@bia.gov

Who do I contact if I experience any technical issues with registration?

Please contact the training staff immediately at bia.selfdetermination.training@bia.gov

Where can I find a list of available courses?

A list of available courses, core hours, and locations can be found in the Course Catalog section of this handbook or on the google website in the courses tab.

How do I check on the status of the training course?

Contact the Self-Determination training staff at bia.selfdetermination.training@bia.gov to check on the status of a training course.

Is registration limited to federal employees?

No. Registration is open to tribal representatives and other federal government agencies.

Will I receive a registration confirmation?

A registration confirmation email will be sent after all registration requirements are met. The requirements may include; verification of successful completion of the pre-requisite course and supervisory approval. The confirmation email will include the course location, course date(s), course hours, and directions to the training facility. If you do not receive a confirmation email, please contact the registrar.

How to request a course onsite to train BIA employees?

Information for special training request can be found in this handbook. Please submit a written special request to the Chief, Division of Self-Determination.

Are there prerequisites for certain Self-Determination training courses?

All courses require the *Public Law 93-638, the Law and Regulations, as Amended* as a prerequisite. When registering, please provide a copy of your certificate to demonstrate successful completion.

What is the cancellation policy?

Registered individuals are encouraged to cancel their training registration in writing and at a minimum of 10-days prior to the start date of the training course.

What if I need to cancel?

Registered individuals must send a cancellation notice in writing to the Self-Determination Training staff at bia.selfdetermination.training@bia.gov at a minimum of 10-days prior to the start date of the training course.

Are there accommodations for students with special needs?

Yes. The agency must notify the Self-Determination staff in writing at bia.selfdetermination.training@bia.gov of any special needs. The training staff will make every effort to ensure the accommodations are met in the classroom.

Where can I find the physical address of the training site?

Registered individuals will receive a registration confirmation email containing the training venue, address, and other information.

Is there a dress code for the classroom?

The dress code is business casual for both civilian and uniformed service personnel.

What materials will I need to bring?

Students shall be prepared for class with a pen, highlighter, writing tablet for notes, and other items and tools used to enhance the learning experience.

What time does the class start and end?

Class begins at 8:00 a.m. and concludes at 4:30 p.m. each day.

Will breaks be provided?

The instructor will provide two 10 to 15 minute breaks, one in the morning and one in the afternoon.

What time is lunch?

The lunch break will vary depending on the class and discussion. The instructor reserves the right to adjust the daily lunch break schedule as needed. Typically, the lunch break will be between 12:00 p.m. to 1:00 p.m.

I am running late for class, what do I do?

If you are running late for class, please contact the Self-Determination staff at bia.selfdetermination.training@bia.gov. A team member will notify the instructor so you will not be marked as absent.

What is the policy if I need to leave early from class?

If you need to leave early, you will need to notify the Self-Determination office. You will also need to make arrangements with the instructor. If you miss two or more hours of the course lecture, you will not receive credit for the course or a training certificate.

Do I need a Photo I.D. to gain access to the training facility?

Participants will be required to show a current and valid state or federal Identification to gain access to federal buildings. You are encouraged to bring your confirmation letter which will validate your visit.